



## Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Aircraft Operations Division

Division: Missouri State Highway Patrol

Sub-Section:

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**TITLE:** Annual Summary

**CUTOFF:**EOCY

**DESCRIPTION:** An annual report of daily flight log and monthly summaries prepared for the commanders and troop pilots. Each pilot maintains their own records to show their flight time, should they leave the Highway Patrol.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21287

**SERIES STATUS:** Approved

**APPROVAL DATE:** 8/2/2007

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**TITLE:** Daily Flight Log (SHP-95)

**CUTOFF:**EOCY

**DESCRIPTION:** A daily report of pilot's activities used for developing monthly reports.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21285

**SERIES STATUS:** Approved

**APPROVAL DATE:** 8/2/2007

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**TITLE:** Monthly Mechanical Status Report

**CUTOFF:**EOCY

**DESCRIPTION:** Monthly reports prepared by the Aircraft Division on repairs, bills, etc. for upkeep of aircraft. May be destroyed after conclusion of state audit if completed before end of retention period.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21284

**SERIES STATUS:** Approved

**APPROVAL DATE:** 8/2/2007

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## Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Aircraft Operations Division

Division: Missouri State Highway Patrol

Sub-Section:

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**TITLE:** Monthly Summary (SHP-595)

**CUTOFF:** EOCY

**DESCRIPTION:** A monthly report of pilot's activities used for the annual report.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21286

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

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**TITLE:** Speed Check Report

**CUTOFF:** EOCY

**DESCRIPTION:** Form SHP-373 which is a report of arrest used by pilots to record witnessed speed and traffic violation information. The recorded information includes date, time of violation, violators time through a measured distance and the corresponding speed, officer information and enforcement action taken. Form is maintained for reference by the pilot to be used for possible future court action.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21288

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

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